




Economic Development

Work Force Technical Training Grant

Accelerate the delivery of technical training to the Harford County Work Force.

A blurred, grayscale image of a computer keyboard occupies the left side of the lower half of the poster. The keys are out of focus, creating a sense of depth and suggesting a technical or business environment.

Economic Development
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Mission

- To provide matching funds to Harford County businesses to accelerate the delivery of technical training to existing employees that will contribute to expand or improve production capabilities.

Target Criteria

- Training for Intermediate or advanced technical or technological skills
- Existing employees
- Business must be located in Harford County at time of training
- Manufacturing/Industrial/Engineering, etc. (industrial, mechanical or applied sciences)
- New employees (subject to OED approval)

Type Of Assistance

- Matching company funds up to \$1,000 per person
- Subject to availability of funds

Permitted Uses

- Intermediate or Advanced technical skills
- Industry-sponsored programs that enhance the employee's skills
- Other uses of grant shall be subject to negotiation with Harford County Office of Economic Development

Prohibited Uses

- Introductory classes, remedial education, safety, first aid, CPR, TQM or CQI, or other training not direct result of enhancement of technical skills
- Travel expenditures
- Employees not paid directly by Applicant Company (unless hired within 90 days of training)

Terms of Grant

- Pursuant to the passage of the OED Fiscal Budget
- Subject to availability of funds
- No limit to number of grants applied for by company
- Up to \$1,000 per person per fiscal year

Applicant's Role

Applicant will provide the following information:

- Completed Workforce Technical Training Grant Application

Conditions of Approval

- Job classification
- Level of training
- Direct economic impact (value added to company)
- Indirect economic impact (job creation)
- Cost of training

The Office of Economic Development will notify applicant of Conditional Approval. Final approval subject to review committee endorsement and/or availability of funds.

Request for Reimbursement

The Applicant must provide to the County:

- Proof of successful completion of approved training
- Proof of payment of approved training
- Final approval determined by Review Committee
- The applicant will not need to provide documentation of cost of training until request for reimbursement is made.

For More Information

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All applications are subject to availability of funds.

Work Force Technical Training Grant Application

(Type or Print)

Grant Funds Requested \$ _____

Submittal Date _____

Annual Training Budget \$ _____

Number of Employees involved in training _____

Business Profile

Legal Business Name _____

Taxpayer ID # _____

SIC # _____

Street _____

Suite Number _____

Company Contact Person _____

Mailing Address (if different) _____

Company Contact Person Title _____

City _____

State _____

Zip Code _____

Telephone Number _____

Fax Number _____

Nature of Business: _____

Email _____

Information concerning Employee(s) involved in training

(List All Employees who will be taking part in the training under this Grant. Attach additional sheets as needed.)

Employee Name _____

Employee Name _____

Present Position _____

Present Position _____

Present Wage _____

Present Benefits _____

Present Wage _____

Present Benefits _____

New Position and/or wages immediately after completion of Training _____

New position and/or wages immediately after completion of Training _____

Future Wages _____

Future Benefits _____

Future Wages _____

Future Benefits _____

Information concerning the Training

Describe, in detail, proposed training (include specific and pertinent skills, equipment and/or processes that are subject of the proposed training)

Training provided by _____ Training completion date _____

Form of Certification of Completion _____

Briefly describe how training will enhance company production and competitiveness

Economic Growth

Will other jobs be created as a result of the training? _____ If yes, how many? _____

Is there any other economic spin-off from the training? _____ If yes, describe: _____

Work Force Technical Training Grant Review Committee

The Review Committee consists of Economic Development Advisory Board (EDAB) members, at-large representatives of County's Corporate Community and representatives from Harford County Government. No fewer than five and no more than nine members shall review all grant applications based on the following factors:

- ☐ Job classification
- ☐ Level of training
- ☐ Direct economic impact of training (ie value added to company)
- ☐ Indirect economic impact resulted in training (ie number of jobs created)
- ☐ Cost of training
- ☐ Work Force Technical Training Grant Application

The Review Committee meets three times a year to review applications.

For office use only

Conditional Approval of Training

Review date: _____

Approved

Denied

Reason of denial: _____

Notification date: _____

Reimbursement of Training

Reimbursement request received date: _____

Receipt of proof of payment of matching funds

Completion date of training

Employee (s) that completed training

Grant amount requested: _____

Grant amount approved: _____

Notification of approval date: _____